

Deferment, Suspension and Cancellation Policy

1. Purpose

- 1.1. IIS has implemented a documented process for assessing, approving and recording a deferment of the commencement of study or suspension of study requested by an overseas student, including maintaining records of any decisions.
- 1.2. The purpose of this policy is to ensure that students are informed of the grounds on which their enrolment may be deferred, suspended or cancelled as the ESOS Act, National Code 2018 is very specific about when Deferral or Suspension can be approved.
- 1.3. This policy is designed to reflect Standard 9 of the National Code 2018 (Registered providers may only enable students to defer or suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances).
- 1.4. The purpose of this policy is to outline the circumstances in which the student can defer, suspend or cancel their enrolment with Imperial Institute of Sydney (IIS) and where IIS can initiate the suspension or cancellation of the student's enrolment on grounds of compassionate or compelling circumstances or in the event of misconduct by students.

2. Scope

- 2.1. This policy applies to all international students and staff of Imperial Institute of Sydney (IIS).

3. Responsibility

- 3.1. CEO and RTO Training Manager will be responsible for the implementation of this policy.
- 3.2. The decision to defer commencement of studies, suspend studies or cancel enrolment will be approved by an authorised staff member of the Student Administration Department.
- 3.3. In confirming this decision, Student Administration Department may consult with other relevant departments in Imperial Institute of Sydney (IIS). Administration Department will be responsible for confirming all necessary actions required under these procedures including notification on PRISMS and other record keeping.
- 3.4. IIS will maintain records of all the decisions made by the institute in terms of deferral, suspension and cancellation of students by IIS or by Students.

4. Definitions

- 4.1. **Deferral:** means delay or postponement of enrolment in, or the continuation of, a program of study for a period initiated by the student.
- 4.2. **Withdrawal** occurs when discontinuation of a program of study in which the student is enrolled is initiated by the student.
- 4.3. **Suspension:** To put studies on hold for a specified period. It means when a student, who has already started but has not completed his/her study or is given leave of absence so their training plan is suspended with the clear intention that the student will commence at an agreed date in the future (i.e. temporary suspension).
- 4.4. **Cancellation:** Termination of enrolment. It means when a student is removed from the current students' register at the Imperial Institute of Sydney before he/she has formally completed the planned training and other current qualifications. The student will not be eligible for any subsequent courses for which they may also be registered.

4.5. **Compassionate or compelling circumstances:** Circumstances that are generally beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (Where possible, a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has affected the student (these cases should be supported by police or psychologists' reports).
- where the registered provider was unable to offer a pre-requisite unit; or
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

4.6. **Extenuating circumstances:** Relating to welfare of the student may include but are not limited to the following. The student:

- a. Overseas students' health or well-being, or the well-being of others, is likely to be at risk.
 - b. is missing.
 - c. has medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing.
 - d. has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
 - e. is at risk of committing a criminal offence
- Any claim of extenuating circumstances is required to be supported by appropriate evidence.

4.7. **Student Code of Conduct:** Code of conduct are certain rules and regulations that students are required to follow. These include, but are not limited to,

- serious misbehaviour,
- Student failure to pay the required to pay to continue the course,
- Breach of any course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

5. Requirements / Process

5.1. Students wishing to defer the commencement of studies, suspend their studies or cancel their enrolment must apply to do so in writing to IIS. This can be done using the student Course Variation form which can be accessed from IIS website or at the Student Services Reception.

5.2. The form can be lodged using any one of the following methods.

In person (preferred method): Suite 302, Level 3, 20 Macquarie Street, Parramatta, NSW 2150 (Reception or Student Services Officer)

- By Email: info@iis.edu.au
- By Mail: Suite 302, Level 3, 20 Macquarie Street, Parramatta, NSW 2150

Applications must be submitted within 10 working days prior to the requested deferment/suspension date to enable sufficient time for the assessment process.

Please note: Applications will not be accepted any earlier than 10 working days prior to any deferral or suspension of a course. If the application is submitted in less than 10 working days prior to the requested

deferment/suspension date (see 5.5 for response time), the processing and response may not be available at the requested time. Therefore, if the student chooses to depart, he/she is at risk of not obtaining approval from the institute.

- 5.3. Students will be informed in writing with reason and the request will be processed if the student is granted a deferral, suspension or cancellation.
- 5.4. If the request is denied, the student will be informed in writing and provided with details of the Complaints and Appeals procedures of the institute. Refer to the students' Complaints and Appeals policy available at IIS's website.
- 5.5. The response will be issued within **5 working days** after being received by the Institute.
- 5.6. IIS will report to PRISMS and renewal of eCoE (if applicable) will be issued within 5 working days after the suspension or deferment date.

#PRISMS is only applicable to International students

- 5.7. It is the student's responsibility to collect revised eCoE from the institute for any deferral/suspension made. IIS will advise the Department of Home Affairs (DHA) of the revised end date of the course via PRISMS.
- 5.8. The student can also use the eCoE to inform the Department of Home Affairs (DHA) of the revised end date of the course where their visa requires extension.
- 5.9. IIS will review the application and if appropriate, the current student history, and financial status before making a decision.
- 5.10. Requests for suspension will be denied for students who are subject to an intervention strategy, in the process of being cancelled for course progress, in arrears with the payments due (either as a result of the payment being due under the student agreement or as a result of payment being due under an agreed payment plan) or in breach of the Student Code of Conduct.
- 5.11. When students' studies are deferred or suspended, IIS will update student details on PRISMS which will include student's contact details and the expected duration of the deferment or suspension and the date when deferment or suspension starts.
- 5.12. When a student's studies are terminated (whether by the student), in addition to the student's contact details, IIS will update details on PRISMS of the day the student's studies are terminated and the last day of the student's studies.

6. IIS's initiated Deferral, Suspension and Cancellation

i. IIS's initiated Deferral

IIS may defer an enrolment where the course is not being offered at the proposed date, site, or any other reason that IIS deems necessary. In this unlikely event, the refund provisions for provider default will apply.

In exceptional circumstances, Imperial Institute of Sydney (IIS) may be unable to deliver a unit or units because of factors beyond its control. Where this situation exists (or one or more of the units that cannot be delivered is a prerequisite unit) student can have their study load adjusted and a deferral may be applied for. This basis for deferral is only available if the student can schedule units of competency so that they can complete their studies within the approved duration.

ii. IIS's initiated Suspension or cancellation

Where a student has been identified as having breached IIS's code of conducts (for e.g., misbehaviour, failure to pay the required to pay to continue the course) the CEO shall be informed as

soon as possible. All of the facts and evidence associated with the alleged misdemeanour or misbehaviour must be presented to the CEO for due consideration.

If there has been a breach in course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

The CEO is responsible for deciding whether there has been a breach based on the evidence presented and for deciding the ensuing penalty (i.e. suspension or cancellation of enrolment). The CEO may take into account the type of misconduct that has occurred and the level of misconduct that occurred when deciding penalties.

Students will be advised in writing of the decision. Students will be advised that they have 20 working days to access IIS's Complaints and Appeals procedure if they feel that the decision is unfair, or they have other grounds to appeal the decision before the decision to suspend enrolment is implemented. A student course variation will be notified in PRISMS. All relevant documentation will be retained securely and confidentially on the student's file.

iii. IIS's initiated Cancellation

IIS has the right to cancel student's enrolment where student's misconduct is severe (as defined in the policy above). Students will be informed in writing of the intention and the reasons on why their enrolment has been cancelled.

Where the CEO has decided the misconduct is severe enough for cancellation, the following will occur:

- The student will be informed in writing of the reason and decision of the IIS to cancel the student's enrolment.
- They will be informed of the fact that they have the right to appeal the decision through IIS's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals) within 20 working days of the written notification.
- No action will be taken until the internal appeals process has been finalised or if the student has failed to initiate an appeal within 20 working days, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
- Students will also be informed that if IIS notifies the Department of Home Affairs ("DHA") of the cancellation, their student visa may be affected.

Once the appeals process is finalised and the decision to cancel is upheld, IIS will inform DHA through PRISMS of the intention to cancel the student's enrolment. The change will be reported to overseas student's enrolment under section 19 of the ESOS Act.

All copies of relevant documentation will be retained securely on the student's file.

Note: If IIS initiates a suspension or cancellation of the overseas student's enrolment, before imposing a suspension or cancellation, IIS will:

- inform the overseas student of that intention and the reasons for doing so, in writing
- advise the overseas student of their right to appeal through IIS's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.

7. Deferral, Suspension or Cancellation of Enrolment Procedure (Students Initiated)

IIS has implemented and documented process for assessing, approving and recording deferral of the commencement of study or suspension of study requested by an overseas student, including maintaining a record of any decisions.

i. Students Initiated deferral

A student wishing to defer an enrolment can do so prior to the commencement of the course. Students must complete a Course Variation Form and submit it to the Student Services Team. An authorised person from the Student Services Team will assess the applications.

A decision will be made within 10 working days. Students will be advised of the decision in writing. If approved, a student's course variation will be reported in PRISMS. All relevant documentation will be kept on the student's file.

ii. Student initiated suspension

Students who wish to suspend their studies should first speak to a staff member in the Student Services Reception to get a Course Variation Form and should ensure that they understand the reasons that suspension may be granted. The Course Variation Form is available on IIS's website www.iis.edu.au.

The Course Variation application form must be completed and submitted to the Student Administration Department. The Institute may decide to accept an application from a student for deferral of commencement or suspension of study on the following grounds:

- a. On medical grounds (with supporting documents). Further documentary evidence may be requested at the discretion of the institute; or
- b. In exceptional compassionate and compelling circumstances beyond the students control and which affects the student's course progress or wellbeing, such as serious illness, bereavement of close family members, major political upheaval or natural disaster, a traumatic experience or another exceptional event. Independent evidence of the exceptional circumstances is required for the application to be assessed.

Criteria of accessing an exceptional event would include:

- Nature of the event e.g. that it is exceptional event
- Beyond the student's control — it cannot be scheduled at another time
- Likelihood to effect student's wellbeing e.g. there are compassionate circumstances - if they do not attend, it will upset them and impact on their ability to study effectively and successfully.
- Impact on course progress e.g. the impact of the length of time away on course progress and how the student intends to ensure completion within duration.

Note: the wedding of a family member or friend, a cultural celebration that is also celebrated by the community in Australia, or a holiday are not reasons for a deferment.

Applications will be assessed and approved by an authorised staff member from the Administration Department.

Where a suspension of enrolment is granted, IIS will suspend the student's enrolment for an agreed period of time - to a maximum of 12 months. If the suspension is required for longer than 12 months, the student shall have to re-apply once the initial suspension period has expired.

Students will be informed in writing of the outcome of their application for suspension and advised that it may affect their student visa. The student's course variation will be recorded in PRISMS. All relevant documentation for the suspension will be kept on the student's file.

iii. Student-initiated cancellation

Students wishing to cancel their enrolment should advise IIS as soon as possible and complete wherever possible a Course Variation Form and submit it to the Administration Department.

Students wishing to cancel their enrolment prior to completing 6 months of study in their principal course must provide a letter of offer from an alternative provider. This is required under Standard 7 of the National Code 2018 and further information can be gained from the 'Transfer between Providers Policy and Procedure'.

Upon receipt of the Course Variaton form to cancel, the student’s course variation will be noted in PRISMS as soon as possible.
All relevant documentation for the cancellation will be kept in the students’ file.

8. Students Right to appeal (Complaints and Appeals)

- 8.1. Student has the right to appeal through IIS’s complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days from the date of issue.
- 8.2. The suspension or cancellation of the student’s enrolment will not take effect until the internal appeals process is completed, unless there are extenuating circumstances relating the student’s welfare like overseas student’s health or wellbeing, or the wellbeing of others, is likely to be at risk.
- 8.3. If the appeal is not upheld or the student withdraws from the appeal process, then the institute will report the student to the Department of Education and Department of Home Affairs (DHA) via PRISMS (applicable only to international students).
- 8.4. Refer to IIS’s Complaints and appeals policy and procedure for detailed information on IIS’s website www.iis.edu.au or IIS’s student handbook.

Note: When there is any deferral, suspension or cancellation action taken, IIS will:

- Inform the overseas student of the need to seek advice from Immigration on the potential impact on his or her student visa.
- Report the change to the overseas student’s enrolment under section 19 of the ESOS Act.

Related Documents

Course Variation Form (Appendix 1)

Appendix 1

COURSE VARIATION FORM

Student’s Personal Details				
Full name:				
Student ID:		USI No:		
Course code & name:				
Address:				
Phone no:				
Email ID:				
Request for: (Please tick the following)				
<input type="checkbox"/> Deferment	From:		Until:	
<input type="checkbox"/> Suspension	From:		Until:	
<input type="checkbox"/> Cancellation / Withdrawal	From: Last date/day of the student's studies:			
<input type="checkbox"/> Others				
Please tick the reason for request.				

- | | | |
|---|---|--|
| <input type="checkbox"/> Medical Grounds | <input type="checkbox"/> Compelling/compassionate Reasons | <input type="checkbox"/> Future intake/Date |
| <input type="checkbox"/> Work Commitments | <input type="checkbox"/> Financial Circumstances | <input type="checkbox"/> Transferred to another course |
| <input type="checkbox"/> Visa Cancellation | | |
| <input type="checkbox"/> Others; Please specify | | |
- Please mention the reason in detail:

International students must state the reason and provide documentation for deferring/suspending their studies as IIS is required to notify this information to the Department of Home Affairs (DHA) via PRISMS.

Documents attached:

- | | | | |
|---|---|--------------------------------|--|
| <input type="checkbox"/> Medical Certificate | <input type="checkbox"/> Travel Documents | <input type="checkbox"/> Mails | <input type="checkbox"/> Supporting certificates |
| <input type="checkbox"/> Others; please specify | | | |

IMPORTANT INFORMATION

- Course Withdrawal Conditions Students intending to withdraw from their course or transfer to another provider must submit a written notice at least four (4) weeks before the commencement of the next scheduled term.
- Withdrawal requests are subject to the Institute's Refund Policy and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- Where insufficient notice is provided, tuition fees may be applied in accordance with the signed Written Agreement.
- Please note that the institute will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence for the following has been attached.
- Students are advised to seek advice from the Department Home Affairs on the potential impact on their student visa due to deferment, suspension or cancellation.
- In case where deferment or suspension has not been granted, students are required to attend their classes at IIS as per their course schedule. Failure to do so may be seen as abandoning studies and students may be reported to the Department of Home Affairs.
- Students have the right to appeal through IIS's complaints and appeals process, in accordance with standards 10 (Complaints and appeals) of National Code 2018, within 20 working days. The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Please note: It is advised that students should not leave the country unless student has a valid deferment or suspension, as cancellation of enrolment and abandoning your studies might lead to cancellation of your visa and you may not be allowed to enter into Australia.

Students Declaration:

- I understand that suspension or deferral may result in extension of my course duration and an extended CoE, whereas, cancelling my course will result in the cancellation of my CoE. I also understand that deferment/suspension/Cancellation may affect my student visa and I need to seek advice from the Department of Home Affairs (DHA) Affairs on the potential impact on my student visa.
- I have been advised of all the relevant consequences of the outcome of my request.
 - I have been advised of all the relevant information in relation to the request made on this form.

<ul style="list-style-type: none"> I am aware of my right to appeal. 			
Student Signature:		Date:	
Office use only:			
Authorised person approval	Name		
	Signature		Date:
Decision of Request	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted		
Decision granted/not granted by:	Name:		
	Signature:		Date:
Course Adjustment (If required):			
REPORTING via PRISMS	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Date Reported	(dd/mm/yyyy)-	